

TASKS OF A POLICE OFFICER

Patrol

Respond to calls.
Search persons, vehicles and places.
Check conditions/status of assigned patrol equipment.
Check schools, playgrounds, parks, recreation centers.
Patrol assigned area in a vehicle.
Patrol assigned area on foot.
Drive motor vehicle under emergency circumstances.
Drive motor vehicle under non-emergency conditions.
Warn offenders in lieu of arrest or citation.
Make checks of various types of premises.
Transport prisoners.
Assist elderly or disabled person.
Evacuate persons from dangerous area.
Escort vehicles or persons.
Administer first aid.
Transport injured or disabled persons.

Traffic

Remove hazards from roadway.
Enforce traffic and parking laws and ordinances.
Control, regulate and direct traffic., vehicular and pedestrian.
Investigate traffic accidents and aid the injured.
Check vehicles for proper registration.
Escort emergency vehicles.
Follow suspicious vehicles.
Collect physical evidence from accident scenes.
Identify owner of vehicle involved in accident.
Locate witnesses to accidents.
Measure skid marks.
Request emergency assistance for accident.
Administer roadside sobriety test.
Direct traffic using barriers, flares, hand signals.
Issue parking or traffic citation.
Plan traffic patrol tactics.
Assist stranded motorists.

Arrest/Apprehension

Identify and apprehend offenders.
Advise persons of constitutional rights.
Seize contraband.
Conduct frisk and pat down.
Handcuff suspects or prisoners.
Assist in raids.
Pursue suspect in vehicle.
Pursue suspect on foot.
Conduct field identifications.
Fire weapons in the line of duty
Use deadly force when necessary.

Issue citations for non-traffic offenses.

Physical

Subdue and arrest a resisting/attacking individual.
Encounter opposition during an arrest or in an emergency.
Encounter an armed confrontation with a suspect.
Recover weapon from suspect.
Perform an evasive maneuver to recover a weapon from suspect.
Drag injured person.
Force entry into buildings.
Walk up and down flights of stairs.
Jump down from elevated surfaces.
Crawl in confined areas (e.g., attics)
Climb through small openings (e.g., windows).
Pull self through openings.
Jump over obstacles such as fences, shrubs, ditches.
Sit or stand for long periods of time.
Walk for long periods of time.
Run fast for a short period of time to apprehend a suspect.
Run to person requiring emergency assistance.
Run a distance of over 50 yards.
Run a distance of under 50 yards.
Run about one mile.
Climb over obstacles lower than six feet.
Carry and unconscious person unassisted.
Clean weapons.
Maintain target practice skills.
Inspect weapons.
Pull self up over obstacles.
Lift or pick up injured person.

Investigative

Investigate accidents.
Make judgment re: probable cause for warrant less searches.
Search for missing people.
Conduct surveillance of individuals/locations.
Investigate crimes against persons and property.
Investigate complaints of drug law violations.
Collect and preserve evidence.
Estimate value of stolen or recovered goods.
Trace stolen goods.
Transport property or evidence.
Recover and inventory stolen property.
Search premises or property.
Investigate suspicious persons or vehicles.
Review information on criminal activity in area.
Search crime scene for physical evidence.
Process crime scene.
Diagram crime and accident scenes.
Document chain of custody for evidence.

Locate witnesses to crime.
Interview or question suspects.
Review records and pictures to aid investigation.
Secure accident, crime or disaster scenes.
Check stolen status on property through computer network.

Communication

Provide accurate oral descriptions.
Exchange information with other law enforcement officers.
Participate in meetings with other officers (roll call).
Interact and work with citizens.
Make presentations to groups.
Advise victims, witnesses and offenders on legal procedures.
Conduct interviews.
Explain complaints to offenders, victims, witnesses,.
Mediate family disputes.
Talk with people to establish rapport.
Comfort emotionally upset persons.
Conduct parent/juvenile conferences.
Refer persons to agencies providing social services.
Communicate basic information to media.
Write speeches or other public relations materials.
Prepare and deliver speeches.
Contact first line supervisors regarding problems.
Contact command level supervisors regarding problems.

Community/Public Relations

Organize and participate in neighborhood meetings and/or watch groups.
Attend meetings or ceremonies as the department's representative.
Participate in community meetings (e.g, with residents involved in crime interest groups, block watch, etc.).
Contact community groups.
Assist in contract negotiations.
Escort dignitaries.
Act as a department liaison with town officials, community groups and other police agencies.
Work within the framework of the Department's Community Policing philosophy.

Court

Present physical evidence in legal proceedings.
Testify in cases or hearings.
Confer with prosecutors or city attorney.
Read and review reports and notes for court testimony.

Planning/Organizing

Evaluate modifications to tactical plans.
Research and plan tactical operations.
Participate in the development and the implementation of department goals, objectives, policies and procedures.
Coordinate activities with those of other divisions and outside agencies and organizations.
Coordinate activities with those of other jurisdictions.
Perform special duties as assigned by superiors.

Paperwork

Write reports.
Prepare daily activity reports.
Write memos.
Write Letters.

Training

Train other personnel and new officers.
Identify departmental training needs.
Assist in developing and administering training programs.

Administrative

Report to work on time and when scheduled.
Place children in protective custody.
Conduct roll call.
Investigate accidents involving department vehicles.
Attend equipment demonstrations for department evaluation of proposed new equipment.
Conduct or supervise searches of property.
Direct crowd control procedures.
Assist with the handling of hazardous material problems.
Direct police activities at incident scenes.
Inform other units of major incidents.
Assist with accident reconstruction.
Assist with or execute search warrants.
Organize surveillance of individuals and locations.
Deal with barricade hostage situations.
Execute arrest warrants.
Approve release of impounded vehicles.
Direct assisting officers or public service personnel (request assistance from other agencies)
Direct personnel to secure information, make arrests, etc.
Make judgments re: arrest/release of suspects / offenders.
Determine whether incidents are criminal or civil matters.
Assist in investigating use of firearms incidents.

Miscellaneous

Evacuate persons from dangerous area.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Knowledge

Criminal Justice System

Skills

Interpersonal

Customer Service/Service Orientation

Use computer equipment.

Maintain effective working relationships with superiors and coworkers

Counsel, support and empathetic toward others

Use tact and diplomacy in dealing with the public.

Work under stressful conditions

Maintain control of emotions: keep feelings to self

Work in uncomfortable weather/temperature conditions

Follow rules and obey orders without questioning authority

Adjust to changes in policies, procedures

Do repetitive tasks

Work alone with little personal contact

Work with little or no supervision

Act on your own; take charge when needed

Maintain confidentiality in the performance of duties

Use good judgment in emergency situations

Manage time effectively

Work amid noisy conditions

Physically use electronic police equipment

Drive a car

Physically use a firearm

Learn/understand new regulations to enforce them

Read and understand legal terminology

Use reasoning to solve problems

Determine priorities

Recall directions and details

Perform arithmetic calculations accurately

Speak clearly and concisely

Extract information from others

Relate/explain information to others

Physically use force

Learn new information

Learn new procedures

Apply oral instructions

Remember oral instructions

Listen effectively to others

Read and write

Maintain composure with irate person

Interact with all types of people

Accept supervision

Multitask

Other Characteristics

Honesty

Self Discipline

Self Motivation

Courteous

Flexible

Cooperative

Integrity

Ethical